



State of New Jersey Department of Environmental Protection

Revised: April, 2014 Website: www.nj.gov/dep/landuse



REQUEST FOR MODIFICATION TO COASTAL GENERAL PERMIT

CALL NJDEP AT (609) 777-0454 IF YOU HAVE ANY QUESTIONS

To apply for a **MODIFICATION** to a **COASTAL GENERAL PERMIT**, complete this checklist and send the material required below to the following address.

Postal Mailing Address

NJ Department of Environmental
Protection
Division of Land Use Regulation
P.O. Box 420, Code 501-02A
Trenton, New Jersey 08625-0420
Attn: Application Support

Street Address (Courier & Hand Carry Only)

NJ Department of Environmental Protection
Division of Land Use Regulation
501 East State Street
Station Plaza 5, 2nd Floor
Trenton, New Jersey, 08609
Attn: Application Support

1. A completed LURP application form;
2. Permit review fee in the form of a check or money order or, governmental voucher in the amount of \$250 (Payable to: Treasurer - State of New Jersey);
3. A copy of the permit authorization to be modified and the site plan(s) approved by that authorization;
4. Three copies of an amended site plan(s), showing:
 - i. All site plan information required under the specific coastal general permit;
 - ii. The originally approved development; and
 - iii. All proposed changes to the existing development
5. White certified mailing receipts or other written receipts as evidence that **three** complete copies of the request for a modification have been submitted to the clerk of the municipality in which the development is proposed, including a letter requesting that the clerk distribute one copy to the planning board and one to the environmental commission. The third copy shall be maintained by the clerk's office.

Requests for modification of a coastal general permit within the Pinelands Preservation Area or Protection Area must also contain verification that a complete copy of the request for a modification has been submitted to the Pinelands Commission:
6. White certified mailing receipts or other written receipts as evidence that a copy of the completed LURP application form, the site plan (this plan maybe on an 8.5 by 11" sheet of paper provided it generally depicts the proposed development and the site location) and the notice below, have been forwarded to the following parties:
 - a) County Planning Board;
 - b) Municipal Construction Official;
 - c) County Environmental Commission;
 - d) All property owners, including easements, surrounding and sharing a property boundary at any point on the perimeter of the proposed development;
 - e) Verification in the form of a list certified by the municipality of all owners of real property, as described in (d) above.

1. For **coastal general permits other than the coastal general permit for beach and dune maintenance which involve more than a single family home or duplex**, public notice shall be provided by purchasing a 4-inch wide display advertisement in the official newspaper of the municipality or in a newspaper of general circulation in the municipality if there is no official newspaper(s). Notice shall **also** be provided to all owners of property, including easements, within 200 feet of a proposed dune walkover structure, rather than to all owners of real property, including easement, within 200 feet of the beach and dune maintenance activities. The site plan need not include a full set of plans, but must depict the proposed development in relation to existing site conditions. The plan may be on an 8 1/2 by 11 inch sheet of paper provided it generally depicts the proposed development and the general and site specific location.

The public notice required by this item shall read as follows:

*"This letter is to provide you with legal notification that a request for modification of a coastal general permit authorization will be submitted to the New Jersey Department of Environmental Protection, Division of Land Use Regulation to modify an existing coastal general permit for **(DESCRIBE THE PROPOSED DEVELOPMENT)**.*

The complete permit application package can be reviewed at either the municipal clerk's office or by appointment at the Department's Trenton office. The Department of Environmental Protection welcomes comments and any information that you may provide concerning the proposed development and site. Please submit your written comments within 15 days of receiving this letter. Your comments should be sent along with a copy of this letter to:

*New Jersey Department of Environmental Protection
Division of Land Use Regulation
P.O. Box 420, Code 501-02A
501 East State Street
Trenton, New Jersey 08625-0420
Attn: (Municipality in which the property is located) Section Chief."*

7. A copy of the public notice, which was mailed to those parties, listed in item 6 above.
8. Any additional information the applicant believes will assist the Department in reviewing the proposed modification